

State Certified License

The State Certified Contractor is allowed to perform work anywhere in the State of Florida in a specific trade, but must register with each county. If you are interested in becoming State Certified please visit DBPR website for more information.

www.myflorida.com/dbpr/pro/cilb/index.html

What you need to register your State Certified License in Santa Rosa County

1. Provide a copy of your current State Certified License.
2. Provide a copy of your current Florida Business Tax Receipt (formerly occupational license) from your local Tax Collector Office for your particular trade.
3. Provide a Certificate of General Liability Insurance with Santa Rosa County as the certificate holder. (See insurance requirements below)
4. Provide a Certificate of Worker's Compensation Insurance. (Including the WC Declaration Page if the insurer is outside the State of Florida)
or
If you do not have employees, we will accept your Florida Worker's Compensation Exemption Certificate.
5. Provide a [Hold Harmless Agreement](#) signed, dated and witnessed.
6. Provide [Letter of Authorization](#): If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete the form, have it notarized, and return the original to our office.
7. Provide a copy of your Drivers License.

*****VERY IMPORTANT*****

**ALL PAPERWORK MUST STATE YOUR COMPANY NAME EXACTLY AS IT
APPEARS ON YOUR CONTRACTOR'S LICENSE**

Insurance Requirements

1. Each contractor will provide a current General Liability Certificate of Insurance with a minimum limit of \$300,000 per occurrence, plus will have a minimum limit of \$600,000 for general aggregate, and products completed/operations aggregate must be included. With the certificate holder listed as Santa Rosa County, 6051 Old Bagdad Hwy, Room 202, Milton, FL 32583. The Certificate of Insurance will also state a "Hold Harmless" clause.
2. The current Workers' Compensation Certificate of Insurance (Including the WC Declaration Page if the insurer is outside the State of Florida)
or
If you do not have employees, we will accept your current Florida Workers' Compensation Exempt Certificate.
3. The current Santa Rosa County Business Tax License or the Business Tax License from the applicant's home office, if located within the State of Florida.